

## Food Based Menu Production Record #5 -- Instructions

*Complete:*

1. Date:
2. Site:
3. Meal counts: Complete by age/grade group. Note new required and optional age/grade groups.
4. Menu: List each menu item.
5. Food item and form used: List each specified menu/food ingredient which contributes to the meal requirements. Include a detailed description of the form used; for example, frozen, fresh, diced in own juice. Extra foods, record all condiments and food items used that *do not contribute* toward the meal pattern; for example, low fat salad dressing, butter on vegetables or bread.
6. Recipe or Products: List recipe name and code number, if using a convenience product, list brand and code number.
7. Menu: List each menu item. Note here the amounts of each food item to actually be served; for example, a scoop size or portion size.
8. Contribution to meal pattern: Note here the actual contribution to the meal pattern; for example, 3/4 cup spaghetti and meat sauce = 2 ounces M/MA (meat/meat alternate), 1 G/B (grain/bread), 3/8 cup V/F (vegetable/fruit).
9. Amount of food used in purchase units: Record in common units of measurement as purchased; for example, pound, No. 10 can, each. *Always round up if rounding is necessary.*
10. A la carte/adult servings: Record here the number of portions which were served on this date, but not used as part of the reimbursable meal.
11. Leftovers: Record here the total number of unserved portions left at the end of the meal service, whether they are to be reused or discarded. Count if preportioned, estimate quantity leftover, if bulk food is used.